

NutriTracker Direct

USER MANUAL

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Introduction

1 Introduction

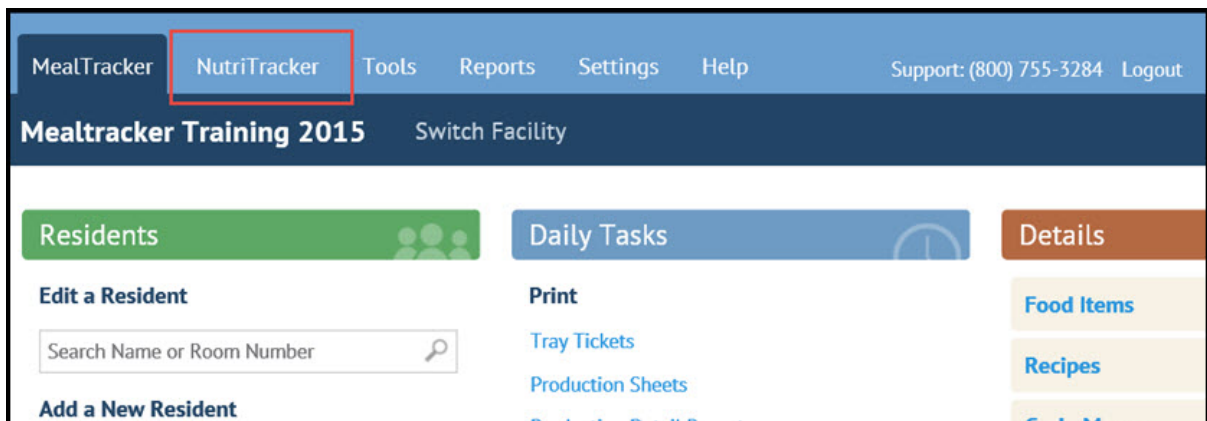
Introduction to NutriTracker Direct

NutriTracker is a powerful tool within the MealTracker Suite which provides nutrition analysis for all of the food items in your database. Quick nutrition data is available for menus, recipes and resident intake.

The nutrition information for each of the food items comes from various sources: MealTracker Recipes, Private (your own facility) Recipes, and ultimately, the USDA National Nutrient Database. The NutriTracker Module comes complete with over 4,000 of these nutritionally-analyzed recipes and items for your use. In addition, you may add to this database and analyze as many of your own items as you wish. Consequently, if your facility has certain recipes that are not included in our data, you may add these recipes and, using NutriTracker's built-in tools, analyze them and add them to your database. This combined database is then used to match the food items on your facility's Master Item List to known, nutrient analyzed NutriTracker items. The nutrient values of these items are then used to generate the NutriTracker data.

This release of NutriTracker Direct adds increased functionality and integration with the MealTracker system as well as database and nutrition information access via the internet. You can now view nutrient information for food items in MealTracker wherever there is an internet connection directly from the Change Menu, Master Item and Selective menu screens. You can make changes based on the nutrient information without leaving the MealTracker screen you are currently working on. This may be done from any internet ready location.

To access NutriTracker, click on the NutriTracker module link on your MealTracker site.



The sample report below, displays a sample nutrient intake study.

Mealtracker Direct Training 2011											
Intake Study Nutrient Analysis : 999 B - Tom Resident											
FALL/WINTER Week 1 - Monday											
		PROCNT	FAT	CHOCDF	ENERC_KCAL	WATER	FIBTG	CA	NA	TOCPHB	PRO_G
		(g)	(g)	(g)	(kcal)	(g)	(g)	(mg)	(mg)	(mg)	(g)
Danish (U-18246)	0.8 Ind	3.067	10.508	27.150	210.728	15.393	1.079	26.128	201.072	.000	.308
Corn Flakes Cereal (U-08076)	1 Pkg	1.407	.021	18.207	75.600	.735	.945	.630	149.940	.000	.000
Cranberry Juice (U-14242)	3 Oz	.000	.085	11.499	45.926	73.286	.000	2.551	1.701	.000	.000
Scrambled Egg (U-01132)	3 Oz	8.242	9.059	1.328	122.925	63.030	.000	54.450	119.625	.025	.374
Coffee, Decaf (U-14201)	0.5 Cup	.119	.000	.000	.000	117.671	.000	2.370	2.370	.000	.005
Breakfast Totals		12.834	19.673	58.184	455.179	270.115	2.024	86.129	474.708	.025	.687
Coffee (U-14209)	1 Cup	.284	.047	.000	2.370	235.554	.000	4.740	4.740	.000	.009
Chicken Stir Fry (C-3005999)	8 Oz	71.245	29.729	.915	573.261	158.116	.049	39.034	323.540	.047	2.929
Dinner Roll (U-18342)	0.25 Ea	.679	.404	3.253	19.375	1.778	.125	11.125	33.500	.000	.076
Fried Rice (C-73006)	0.4 Cup	1.348	3.881	7.040	68.754	28.502	.397	8.758	179.532	.000	.070
Seasoned Peas (U-11310)	0.5 Cup	3.507	.306	10.499	56.750	98.189	2.270	17.025	288.290	.000	.112
Lunch Totals		77.063	34.368	21.707	720.510	522.139	2.841	80.682	829.602	.047	3.197
Coffee (U-14209)	1 Cup	.284	.047	.000	2.370	235.554	.000	4.740	4.740	.000	.009
Chicken Tenders (U-21401)	4 Ea	11.619	10.385	9.765	179.180	28.532	.496	14.260	531.340	.031	.476
Ketchup (U-11935)	2 Ea	.313	.056	4.527	17.460	12.447	.054	3.240	200.520	.000	.011
Tater Tots (C-3005297)	0.5 Cup	3.232	11.836	38.672	263.678	94.310	3.893	39.731	660.893	.027	.154
Marinated Vegetable Salad (C-301135)	0.5 Cup	3.508	4.347	13.728	105.091	8.631	.020	2.822	207.062	.000	.000
Garlic Bread (C-3005793)	0.5 SI	1.282	.503	7.234	39.100	5.076	.414	11.294	82.914	.000	.146
Dinner Totals		20.238	27.174	73.927	606.879	384.552	4.877	76.088	1687.469	.058	.796

Sample Resident Intake Report

1.1 Getting Started

Match Food Items & Ingredients is the first selection under Matching in the last column under NutriTracker. This is where you will initially match your food items to items in the MealTracker master database which have already been nutrient analyzed via the USDA National Nutrient Database.

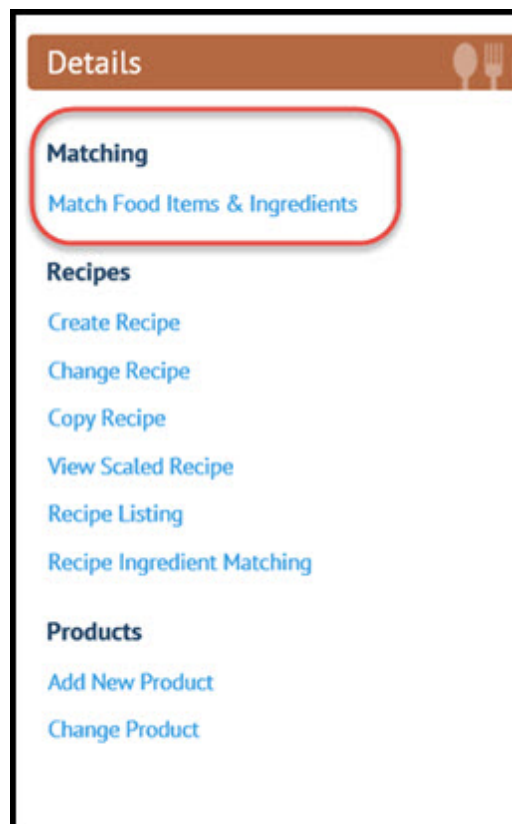
When you purchase the NutriTracker module, we will do the initial matching for you. Data Control Technology will match your food items and update the database .

Once we have matched your items, the matches will be added to our master items database and transferred to your system.

The MealTracker staff will assist you in importing the necessary files and training for your staff.

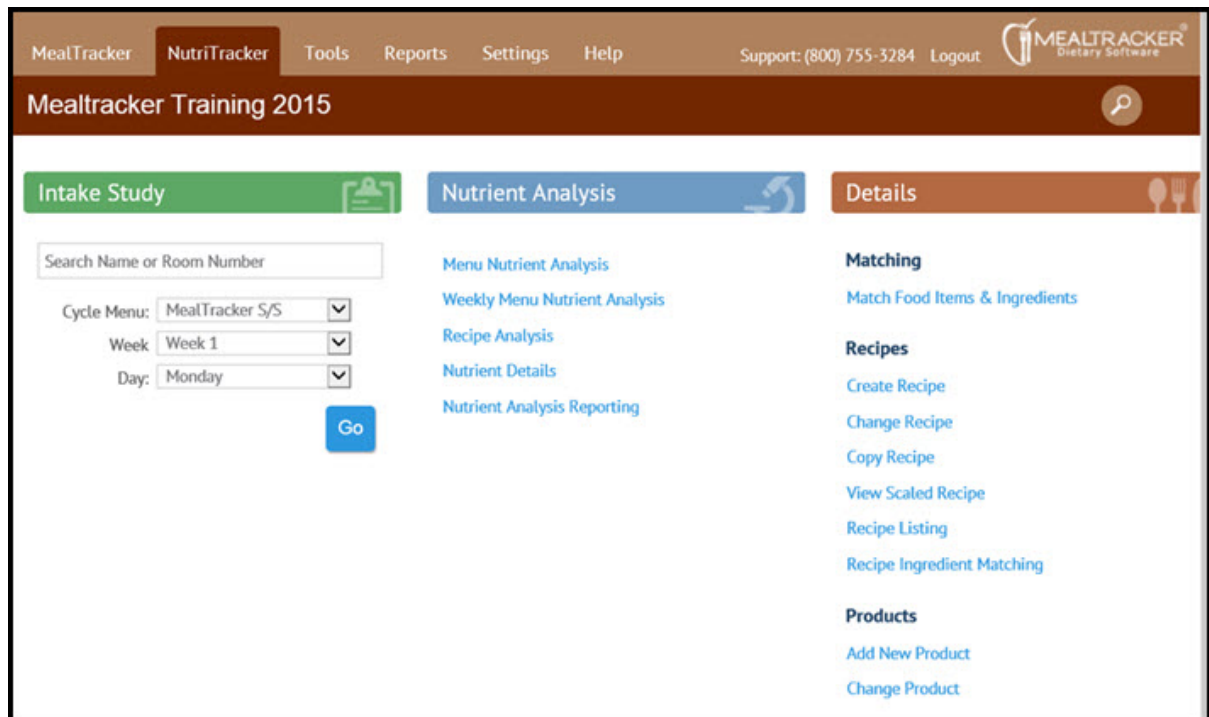
NutriTracker will then be updated to include all of the newly matched items in your menu and corresponding master items. Some items may still be un-matched and may be [matched](#) at this time or [recipes created](#) to enable matching for them. Running the [Match Food Items to NutriTracker](#) will allow you to match these items.

From that point on any new additions to your database will be matched and updated right on the spot when needed by your staff. The next few chapters will guide you in matching food items in your system.



2 NutriTracker Selections

Once NutriTracker has been enabled in the MealTracker system, the NutriTracker tab will display the columns which contain the selections and functions available in this module. The screen below displays the main site for NutriTracker.



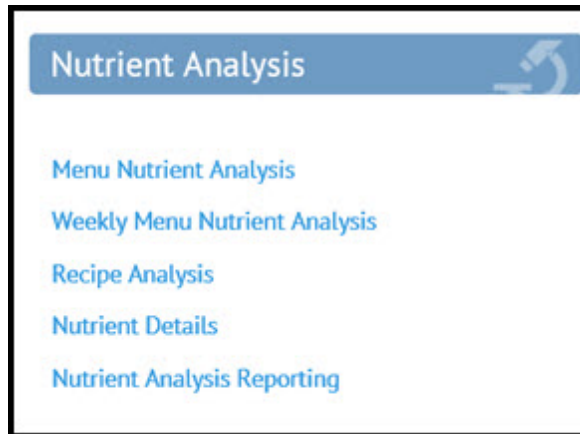
The Main NutriTracker columns are:

- Intake Study - Resident intake analysis
- Nutrient Analysis
 - Menu Nutrient Analysis
 - Weekly Menu Nutrient Analysis
 - Recipe Analysis
- Details
 - Matching
 - Match Food items & Ingredients
 - Recipes
 - Create Recipe
 - Change Recipe
 - Copy Recipe
 - View Scaled Recipe
 - Recipe Listing
 - Recipe Ingredient Matching
 - Products
 - Add New Product
 - Change Product

Nutrient Analysis

3 Nutrient Analysis

The second column in the NutriTracker module is for Nutrient Analysis



[Menu Nutrient Analysis](#)
[Weekly Menu Analysis](#)
[Recipe Nutrient Analysis](#)

3.1 Menu Nutrient Analysis

The Menu nutrient analysis enables you to view and print nutrient information for items on a menu for a specific cycle, week and day.

When you click on Menu Analysis you get a "Select Cycle/Week/Day screen". Make your selections. The screen will then display the nutrient information for the selections made.

MealTracker NutriTracker Tools Reports Settings Help Support: (800) 755-3284 Logout 

NutriTracker > Menu Nutrient Analysis 

Diet: Regular   Cycle Menu: MealTracker S/S  Week: Week 1  Day: Tuesday 

Menu  Print Menu Analysis

All Meals Breakfast Lunch Dinner

Consistency: Regular  ☐ Show menu alternates [Nutrients to display](#)

Breakfast items [edit meal](#)

Item name	Portion	Matched	CHOCDF	ENERC_KCAL	STARCH	LACS	W
Scrambled Egg	2 Oz	✓	0.89 g	81.95 kcal	0.00 g	0.61 g	42
2% Milk	8 Oz	✓	13.99 g	142.69 kcal	0.00 g	0.00 g	22
Orange Juice	8 Oz	✓	26.82 g	111.96 kcal	0.00 g	0.00 g	21
English Muffin	0.5 Ind	✓	13.11 g	66.98 kcal	0.00 g	0.00 g	12

From the screen shown above, you have several options:

- **RDA Type** - change the RDA type - When you make a change here, you change the target individual. The report displays the percentage of the Required Daily Allowance nutrients for that target individual.

Note: This selection is available on the bottom of the screen

Totals	PROCNT	FAT	CHOCDF	ENERC_KCAL
Daily Totals:	284.53 g	229.69 g	728.01 g	6,085.85 kcal
RDA Values: 80 y/o Female 	4.74 %	N/A	N/A	3.80 %

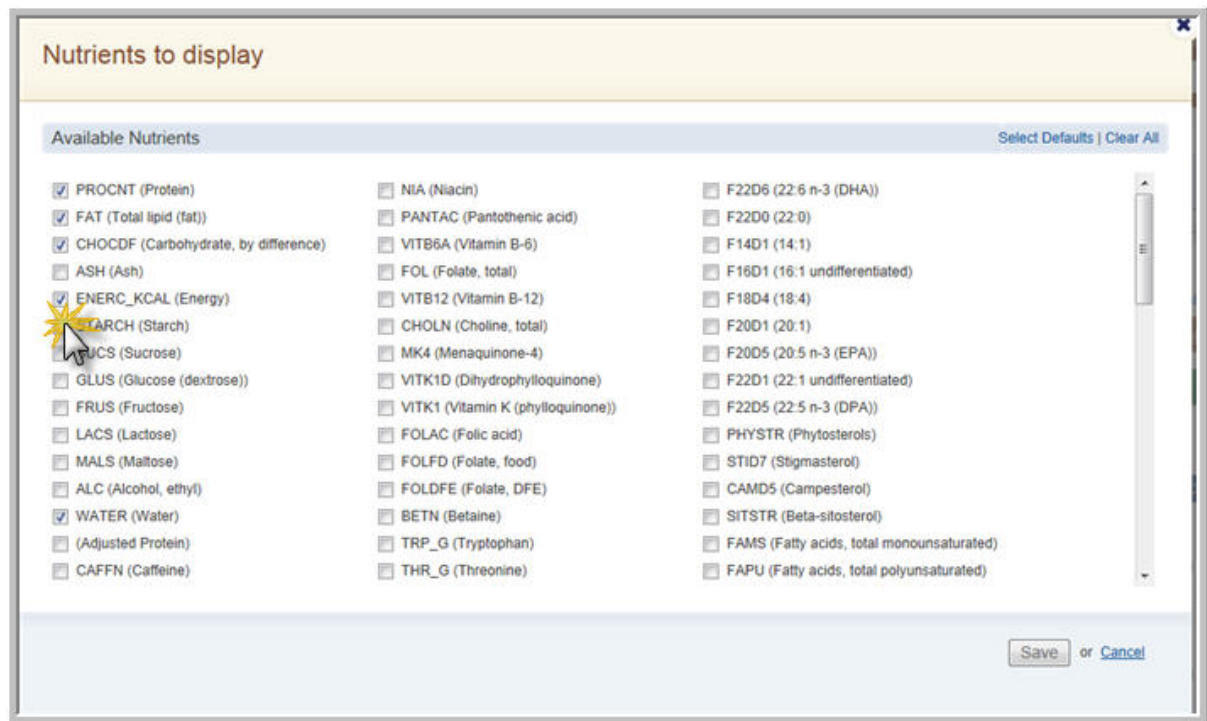
 

- **Nutrients** - On the right of the Meal Selection Bar, you will see there is a link for "Nutrients to Display".

From here you can add or remove the nutrients you wish to have calculated and displayed.



When you make this selection the following window is displayed; You may want to clear all the selections by clicking on the "Clear All" button and/or use the "Defaults" button to select the Default nutrients.



- Match - Clicking this button will enable you to match the item selected.

Coffee, Decaf	0.5 Cup	✓
Tea	1 Cup	✓
Tea, Decaf	1 Cup	✓
Coffee	1 Cup	✓
Sugar pkts	2 Pkt	Match
Whole Milk	8 Oz	✓

- When "Match" is selected, the windows shown below is displayed: Type in or select from the items displayed the search "criteria" or keywords you want to search for. Then Click on the Search button. MealTracker will display all matches available. Select the "best" match for the food item you are matching by clicking on "Choose" when you hover your mouse over the item you want to choose. You may also check the nutrients before choosing the item by clicking on "nutrient details".
- To cancel and go back to the Nutrient Analysis Screen. Click on "Cancel"

Food Item Matching

722 of 985 items matched 73 %

Current Match for 'American Cheese'

☐ This item has no nutritional value

Currently unmatched

Select new matching item Match units of measurement

Search for a new match for "American Cheese"

Add to search criteria (optional)

American Cheese American Cheese Search

You may click on the item to search for and it will be entered into the search field. You may also type in a search word or string of words manually to find a match.

Skip and continue or cancel

- Once a match has been chosen, If it isn't automatically entered, select an equivalent unit of measure for the item being selected.

Match Food Item: 2% Milk

Current Match for '2% Milk'

Milk, reduced fat, fluid, 2% milkfat, without added vitamin A and vitamin D Nutrient details USDA 01174

Select new matching item Match units of measurement

2% Milk 1 Oz =

0.28 1 100 grams of Milk, reduced fat, fluid, 2% milkfat, without added vitamin A and vitamin D

If not automatically calculated, enter the unit of measure equivalent to the USDA, food item or recipe UOM.

Make sure to save your work Save match or cancel

- Edit - will disable any current match for the item. You may then click on match or double click the item to match it.

Coffee	1 Cup	✓	0.28 g	0.05 g
Sugar pkts	2 Pkt	Match		
Whole Milk	8 Oz	✓	7.69 g	7.93 g
Skim Milk	8 Oz	✓	8.25 g	0.20 g
Scrambled Egg	2 Oz	Edit	5.49 g	6.04 g
Poached Egg	1 Ea	✓	6.26 g	4.74 g
Totals:			63.88 g	46.08 g

Match Food Item: Pancakes

Current Match for 'Pancakes' [Unmatch Item](#) Displays the current match.

Pancakes, buttermilk, prepared from recipe [Nutrient details](#) USDA 18390

Select new matching item Match units of measurement

Pancakes 1 Ind = 1 1 pancake (6" dia) of Pancakes, buttermilk, prepared from recipe Click here to select a new match. Then match the Unit of measure. Displays the current unit of measure matching.

[Save match](#) or [cancel](#)

3.2 Weekly Menu Nutrient Analysis

This report will display a day by day analysis of the week selected. The screen shot below displays an example of the Weekly Menu Analysis day by day for a specific diet.

MealTracker	NutriTracker	Tools	Reports	Settings	Help	Support: (800) 755-3284	Logout	MEALTRACKER [®] Dietary Software
NutriTracker > Weekly Menu Analysis: Week 1								
Diet: Regular ◀ ▶ Cycle Menu: MealTracker S/S ▼ Week: Week 1 ▼								
Print Weekly Menu Analysis Nutrients to Display								
Day	CHOCDF	ENERC_KCAL	STARCH	LACS	WATER	SUGAR	NA	
Sunday	340.45 g	2789.05 kcal	0.08 g	1.00 g	1343.95 g	74.09 g	4762.21 mg	
Monday	285.27 g	2125.87 kcal	10.74 g	0.45 g	1412.50 g	93.12 g	3786.63 mg	
Tuesday	209.91 g	2289.71 kcal	10.95 g	2.59 g	1462.60 g	89.03 g	2658.61 mg	
Wednesday	264.56 g	2101.06 kcal	41.99 g	0.39 g	1511.05 g	56.25 g	4648.97 mg	
Thursday	227.28 g	1905.52 kcal	38.06 g	0.92 g	1350.92 g	82.02 g	3465.05 mg	
Friday	328.88 g	2412.25 kcal	18.23 g	0.61 g	1598.41 g	87.77 g	4624.74 mg	
Saturday	340.03 g	2654.22 kcal	104.84 g	4.39 g	1433.16 g	87.68 g	2842.72 mg	
Weekly Total	1996.38 g	16277.68 kcal	224.89 g	10.35 g	10112.60 g	569.96 g	26788.92 mg	

Cycle Menu / Week

Select the cycle/week/day and diet to display.

Diet

You can navigate from diet to diet, by clicking on the Previous or Next Diet buttons. You can also change the selected week and choose to print the report.

Nutrients to Display

If you wish to select additional or less nutrients to display, click on the Nutrients button. Check the box for the nutrients you wish to view.

Details

You can view a breakdown of the actual food items that comprise the day's values with their specific nutrition values when you click on a weekday. From within the weekday selected you can edit the meal. This allows you to view and edit the selected meal. Enabling you to modify the nutrient values by changing the food items and/or portion sizes.

3.3 Recipe Nutrient Analysis

This selection allow you to view the nutrient values for the ingredients in a recipe.



To view a recipe's nutrient information, type in the recipe name or number. Select it from the list.

- Add or remove any nutrients to display by selecting the "Nutrients To Display" link. Check or uncheck the boxes for the nutrients you wish to select or unselect. Save if you made any changes.
- Click on "Show" to display the report.

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Page Width

Export to the selected format

Export

Mealtracker Direct Training 2011

Recipe Nutrient Analysis

Facility 4:Tom's Baked Chicken (3 Oz)

	PROCNT	FAT	CHO	CD	FENERC_KCAL	WATER	FIBTG	CA	NA	TOCPHB	PRO_G
	(g)	(g)	(g)		(kcal)	(g)	(g)	(mg)	(mg)	(mg)	(g)
Chicken Thighs, Bnls, Sknls (U-05082)	27.465	8.845	.000		197.316	76.760	.000	13.608	112.266	.000	1.111
Pepper, Black, Ground (U-02030)	.004	.001	.027		.105	.005	.011	.186	.008	.000	.001
Paprika, Ground (U-02028)	.078	.071	.298		1.557	.062	.193	1.264	.375	.002	.013
Salt (U-02047)	.000	.000	.000		.000	.002	.000	.216	348.822	.000	.000
	27.548	8.918	.325		198.978	76.830	.203	15.274	461.472	.002	1.125

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4 Intake Study

The first column in the NutriTracker module is for the Intake Study.

The intake study will give you a detailed breakdown of the nutrients a resident received with the foods consumed for a specific day and meal and/or snacks.

- Start typing in the resident name in the search field. When the correct resident is displayed, click on the resident to select it.
- Select the cycle, week and day that you wish to create the intake study for then click on "Go"

The Resident intake study displays the nutrients a resident consumed or will consume for the week and day you've chosen.

Items with a green check mark indicate that it has been matched. The corresponding nutrient values are displayed.

Items that are not matched will display the selection "Match"

% Consumed	Portion	Item Name	Matched	CHOCDF	ENERG_KCAL	STARCH	LACS	WATER	SUGAR	NA
100 %	8 Oz	2% Milk	✓	13.99 g	142.69 kcal			223.49 g		150.3
100 %	4 Oz	Orange Juice	✓	13.41 g	55.98 kcal			109.60 g	10.45 g	1.24
100 %	2 Ea	Sausage Link	✓	0.06 g	98.24 kcal			18.08 g	0.30 g	264.4
100 %	8 Oz	Orange Juice Blend	✓	28.71 g	121.9			217.00 g	20.68 g	4.98
100 %	8 Oz	Coffee	Match							

The top of the screen will display the resident's basic profile information with the cycle week/day selected for the intake study.

You can then select your options for the report:

1. Meals and Snack Times to display
Select the meals and snack times to display on the report.
2. Nutrients to Display
Select the nutrients to display on the report.
3. View Intake Study Report. Actually view, then print
Will generate the report.

When you hover the mouse over an item you can

1. Click on the green check mark to "Edit" the current match.

Match Food Item: Pancakes

Current Match for 'Pancakes' Unmatch item

Pancakes, buttermilk, prepared from recipe Nutrient details USDA 18390

Select new matching item Match units of measurement

Pancakes 1 Ind =
1 1 pancake (6" dia) of Pancakes, buttermilk, prepared from recipe

Save match or cancel

2. Click on "match" to match an item

Match

Clicking on the Match button will allow you to match the item highlighted, if it is unmatched.

Match Food Item: 2% Milk

Current Match for '2% Milk'

Milk, reduced fat, fluid, 2% milkfat, without added vitamin A and vitamin D Nutrient details USDA 01174

Select new matching item Match units of measurement

2% Milk 1 Oz =
0.28 1 100 grams of Milk, reduced fat, fluid, 2% milkfat, without added vitamin A and vitamin D

If not automatically calculated, enter the unit of measure equivalent to the USDA, food item or recipe UOM.

Make sure to save your work Save match or cancel

Food Item Matching

722 of 985 items matched **73 %**

Current Match for 'American Cheese'

Currently unmatched

Select new matching item Match units of measurement

Search for a new match for "American Cheese"

Add to search criteria (optional)

American +Cheese American Cheese Search

You may click on the item to search for and it will be entered into the search field. You may also type in a search word or string of words manually to find a match.

Skip and continue or cancel

Match Food Item: Lactaid free Milk

Current Match for 'Lactaid free Milk'

Currently unmatched

1 Select new matching item 2 Match units of measurement

Search for a new match for "Lactaid free Milk"

2 results for "milk substitute"

Item name	Source	Item number
Coffee substitute, cereal grain beverage, powder, prepared with whole milk	USDA	14421
Milk substitutes, fluid, with lauric acid oil	USDA	01076

nutrient details Choose

This selection will display the nutrient information for the item before you select it.

Click on "Choose" when you want to select this item as a match to your food item.

cancel

direct.mealtracker.com/facilities/100/Products/01076?source=USDA

3. Change the % consumed in the first column. This will affect the nutrient intake as it reflects the portion consumed of each item.

Enter the percentage actually consumed.

% Consumed			Match
75 %	1 Pkg	Corn Flakes Cereal	✓
50 %	2 Oz	Scrambled Egg	✓
100 %	6 Oz	Cranberry Juice	✓
100 %	1/2 Cup	Coffee, Decaf	✓
100 %	1 Ind	Danish	✓
100 %	8 Oz	Lactaid free Milk	Match
100 %	8 Oz	Lactaid free Milk	Match
Breakfast Totals:			
Lunch items			

Toolbar Selections

Add Item

You can create "What If" situations by adding or deleting food items to the resident intakes. To Add an item, simply click on the Add Item button on the top of the window. A search box will appear for you to select a food item to add to the intake study. Once added, the nutrients for that item will be added as well.

Delete Item

In the same manner, you may delete an item to reduce the nutrients consumed. To delete an item, simply hover your mouse to reveal a red X on the extreme right of the food item. Then click on the X. the item will be deleted once you confirm that deletion.

Print Intake Study

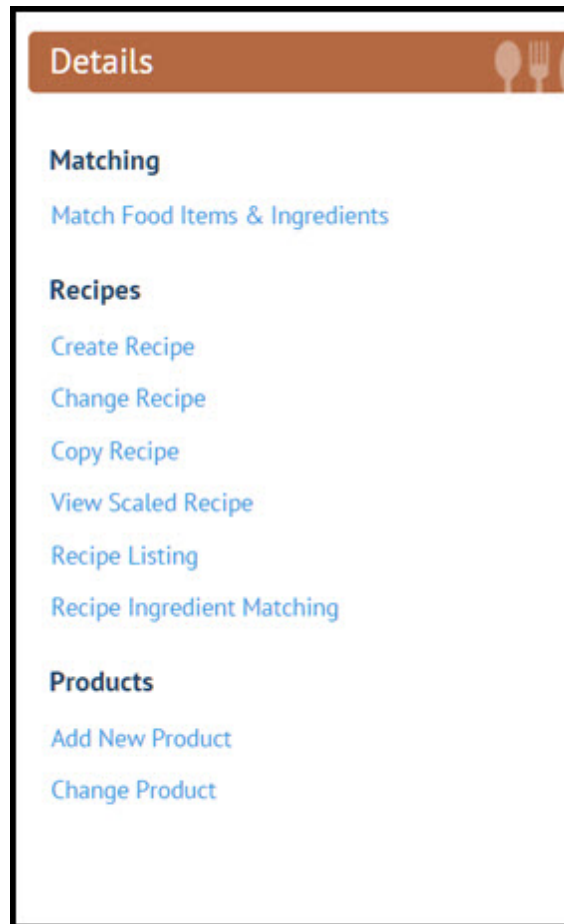
To print the intake study at any point, click on the "View Intake Study Report" button on the top right of the window. The report will appear on the screen with the options to print or cancel. The report will reflect any changes you've made up to this point.

Details

5 Details

This column may be referred to as the "Work" column. This is where you would match your food items and ingredients, create or change recipes, import or export matched items and so on.

This is the last column on the NutriTracker screen:



5.1 Matching

The First section in the Details column is where you can match your master items as well as your ingredients.

1. Match Master Food Items
2. Match Ingredients being used in your recipes

You can also access the following options:

Auto-match Food items - Uses a set of USDA pre-matched items to automatically match your items to the same food items.

Import Matching - Import matches made on another MealTracker system.

Export Matching - Export matches from your MealTracker so that it may be imported to another MealTracker system.

Reset Food Item Matching- Remove all matches and reset all item to be "unmatched"

5.1.1 Matching Food Items & Ingredients

Matching Food items and Ingredients is the work area where you can match food items in your system to their USDA counterparts with nutrient data.

You also have the ability to auto-match items, import and export completed matches and reset all of your matches.

Match Food Items

Food Item Matching (73% matched) | Ingredient Matching (96% matched)

Search

Filter items
 All Items ☐ Show unmatched items only
 All Diets ☐

[Other actions...](#) 723 of 986 items matched

Item Name	Portion	Matched	Matched To	Source	Gram Weight
2% Milk	8 Oz	✓	Milk, reduced fat, fluid, 2% milkfat, with added nonfat milk solids, without added vitamin A	USDA	254.80
3 Bean Salad	1/2 Cup	✓	Three Bean Salad	MealTracker Recipes	123.38
3-Grain Vegetable Beef Patty	1 Ea	✓	Veggie 3 Grain Beef Patty (conv)	Corporate Recipes	120.00

Use the tab that corresponds with the items you wish to match. Food items will allow you to match the master food items in your system. Ingredient matching allows you to match the ingredients being used in recipes within MealTracker.

The next two chapters will take you through their respective steps for matching.

[Food Item Matching](#)

[Ingredient Matching](#)

5.1.1.1 Food Item Matching

This selection allows you to see the current matches for individual food items. You can then determine if any of the matches are incorrect and correctly match the item as well as match any unmatched items.

From this screen you are able to select all items or just unmatched items. You can also choose from all menu cycles or select a specific menu cycle.

Search

To search for a specific item, simply type in the food item name in the search field. Click on "Search".

MealTracker will display all of the food items that contain the word entered into the search field.

Match Food Items

Food Item Matching (73% matched) Ingredient Matching (96% matched)

Search: Type item to search for

Filter items: ☐ Show unmatched items only

[Other actions...](#) 723 of 986 items matched

Item Name	Portion	Matched	Matched To	Source	Gram Weight
Baked Turkey Cutlet	3 Oz	Match			
Cranberry Glazed Turkey	3 Oz	✓	Orange Glazed Turkey	MealTracker Recipes	174.51
Herbed Turkey	3 Oz	✓	Herbed Roast Turkey	MealTracker	71.79

The screen displays all of the items found with the search data entered. If there is a current match, that match is displayed. If it is blank then, there isn't a match for that item. You can select to just display the unmatched items or all items. At this point you can select to Edit the item or Un-match the item by hovering your mouse over the item and selecting "Edit" on the right hand side



Other Actions This is displayed with a gear symbol. Click on the drop down menu to display the options available.

Auto-Match Food Items - May be used from this window to have NutriTracker match known items automatically. Once this is done you can run the "Match Items to NutriTracker" again to see what items are still un-matched.

Import - Will import a matched file (file name: ntmatching) into the system from an external NT 3.0 machine.

Export - Exports the matched file from the current system. Creates a file named ntmatching that may be importing into another MT 3.0 system.

Reset Food Item Matching -

View Audit Report

Filter Items

This is where you may select the Menu Cycle to work with and if you want to display only unmatched items. Simply use the drop down menu to select the cycle. Check the box to show only unmatched items.

Audit Report -

Will print a report listing unmatched recipes. Will also give you the totals of matched and unmatched items.

- Total number of food items in the database
- Total number of matched and unmatched items
- Total number of invalid matches
- Items without a weight
- Will indicate items matched with items not in the database with an asterisk.

NutriTracker Database Match Status		
660 Total Items 90 not matched		
Apple Stuffed Chicken	Ls Stewed Tomatoes	Tomato Florentine Soup
Autumn Dessert	Ls Tomato Florentine Soup	Tomato& Shell Pasta Soup
Baked Chicken Noodles	Ls Turkey Chili	Toss Salad/diet Dressho Tom
Baked Ziti W/ Ital Sausage	Ls Turkey Patty Melt	Turkey Meatloaf
Buttered Bowties	Ls Turkey Salad Sandwich	Tuscany Blend Vegetables
Cheddar Potato Bake	Ls Turkey Tetrazini	Valencia Rice
Chocolate Peanut Butter Pie	Ls Vegetable Quich	
Country Apple Dessert	Ls Vegetable Stir Fry	
Country Blend Vegetables	Mandarin Orange Medley	
Cranberry Upside Down Cake	Mayo/mustard	
Crispy Potato	Mediterranean Vegetables	
Diet Potato Salad	Normandy Blend	
Dt. Rosy Applesauce	Orange Glazed Turkey	
Fiesta Blend Vegetables	Oregon Blend Vegetables	
Frosted Pumpkin Bar	Pineapple Cheesecake	

Edit

To change an item, place the mouse over the item. This will reveal the "edit" option at the end of the item line. click on Edit. The current match is shown. You may select a new match by clicking on Select New Matching Item and matching the Units of Measurement.

Match

If an item is unmatched, the column under "current matched item" will be blank. When you hover your mouse over the item the "Match" option will be displayed.

Match Food Item: Pancakes

Current Match for 'Pancakes' [Unmatch Item](#)

Pancakes, buttermilk, prepared from recipe [Nutrient details](#) USDA 18390

Select new matching item Match units of measurement

Pancakes 1 Ind = 1 1 pancake (6" dia) of Pancakes, buttermilk, prepared from recipe

Save match or cancel

Displays the current match.

Click here to select a new match. Then match the Unit of measure.

Displays the current unit of measure matching.

Nutrient Details

When matching an item that has already been matched, the screen displays a "Nutrient Details" link, next to the item name. This link will display nutrient information for the current match.

When you search for an item, a list of possible matches will be displayed. The nutrient information for that item may be shown by clicking on the Nutrient Details selection when you place your mouse over the item. When you're ready to choose the desired item click on "choose" displayed on the extreme right hand side of the item.

View Recipe

if an item is from a recipe, then the View Recipe selection is displayed. When clicked, it will generate printable recipe for that item in PDF format.

This Item Has No Nutritional Value

If an item on the list is not a food item and does not contain any nutrition value, you should check this box. You may have items in your master items list so that you may include them on a ticket but you don't wish to nutrient analyze them. These items may include straws, napkins or even food groups.

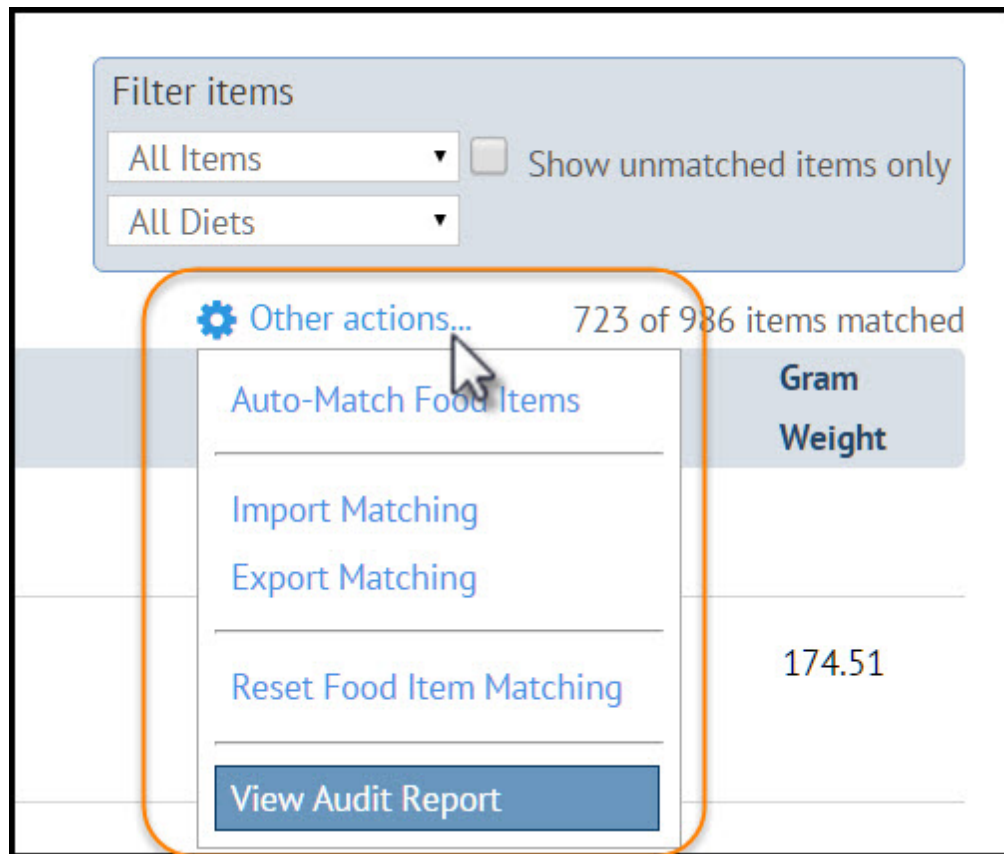
Match Units of Measure

This selection applies the unit of measure in MealTracker to the unit of measure in the database used for the matching (USDA database). Most of the time, the system is able to recognize the unit of measure and is able to calculate the correct conversion factor. However, if the MenuTracker Unit is not recognized or ambiguous (such as PC, SL, EA, LRG), you must provide the correct multiplier or factor. Once this is done and this screen exited, the correct gram weight of the MealTracker unit will be displayed in the conversion worksheet. You may input whole numbers, decimals or fractions (which will automatically be converted to decimals) to make the proper conversion.

5.1.1.1.1 Options

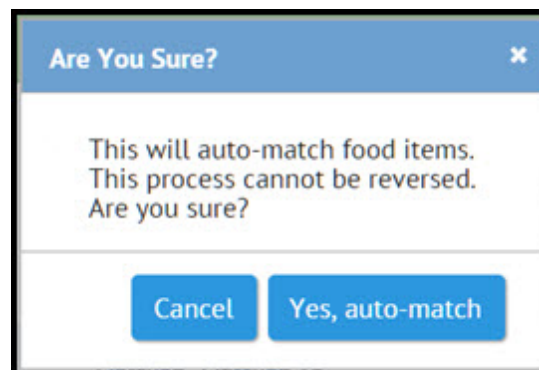
The options drop down menu is displayed when you click on the options "gear" symbol



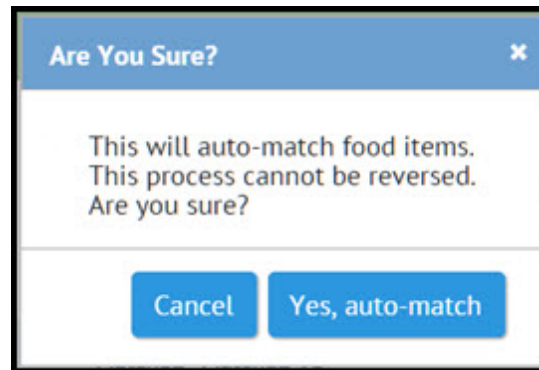


5.1.1.1.1 Auto-Match Food Items

This selection will match items from your master database to the DCT matched database. The wizard looks for items that have identical names and therefore is able to match them automatically. A warning screen will pop up informing you that the process cannot be reversed.



If you click "Yes, auto-match", the system will then prompt you if you wish to overwrite any existing matches for known food items. If you click yes, MealTracker will match all items and all previous matches will be overwritten. If you click NO, only new items will be matched.



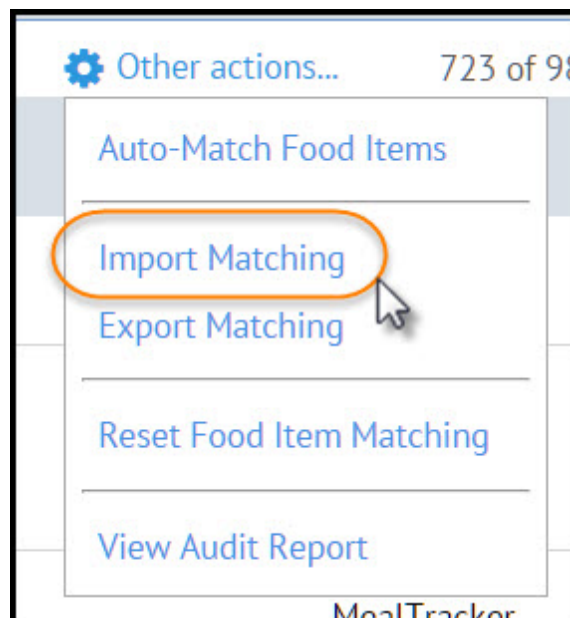
Once you respond to the prompt, you'll see a progress bar. When completed the food items will be displayed with the new matches. Items that were not matched will be blank.

If needed you may now edit the matches if needed.

5.1.1.1.2 Import Matching

You may import matches that have been made on another MealTracker system. The import file must have been created in MealTracker 3.0 or Direct. The file name is usually ntmatching.zip.

To import the file, click on the options menu and select "Import Matching".



A screen is then displayed for you to enter the file name and the location of the file.

1.

The dialog box is titled "Import Food Item Matches" and has a close button (X) in the top right corner. It is divided into three main sections:

- Matching Source:** Contains two radio buttons: "Internet" (selected) and "My Computer".
- Matching To Import:** Contains a text field for "Matching File Name" with the value "ntmatching". Below it, it says "or Path To Matches" and has a "Choose File" button followed by the text "No file chosen".
- Overwrite existing matches?:** Contains two radio buttons: "Yes, overwrite existing matches" (selected) and "No, add to my existing matches".

At the bottom right, there are two buttons: "Import" and "or Cancel".

2.

This screenshot is an annotated version of the previous one, with red arrows and text explaining the options:

- A red arrow points from the "Internet" radio button to the "Matching File Name" text field, with the text: "If from the INTERNET, enter file name here."
- A red arrow points from the "My Computer" radio button to the "Choose File" button, with the text: "Select where the import file is located".
- A red arrow points from the "Choose File" button to the "ntmatches" text field, with the text: "If from your computer or local network, enter the path and file name here."

The rest of the dialog box content is the same as in the first screenshot.

5.1.1.1.3 Export Matching

If you wish to export your nutrition matches to another facility that is also using NutriTracker, you may export your matches so that they may be able to import and use them.

1. From the Options menu, select "Export Matching"



2. A window will appear requesting if the export file should include facility and corporate recipes. Respond to the prompt and MealTracker will display a progress bar as it builds the export file.
3. Once the export file has been created, MealTracker will display a message stating that the "Food Item Matches are available for download". The file created is named **ntmatching.zip**. and at this point you may save the file to your desired location. This will be the same file used to import at the other location.

5.1.1.1.4 Reset Food Item Matching

This option will remove all current matches and allow you to re-match your food items. Think carefully before performing this task as it will un-match all previous matches.

- A window will pop up to confirm that you wish to reset
- Once the reset is complete, you may perform the auto-match food items to automatically match recognized food items.

5.1.1.2 Ingredient Matching

The Ingredient Work Sheet displays a master list of the ingredients in the database. Each ingredient is shown along with the item it has been matched to and the source for the match. If an item has not been matched then those columns will be blank. It is desirable to have as many ingredients matched as possible as this will enhance, improve and speed up the recipe nutrient analysis process.

Match Ingredients

Food Item Matching (73% matched) **Ingredient Matching (96% matched)**

Search

Filter items
 All Items ☐ Show unmatched items only
 All Diets

2383 of 2486 items matched

Ingredient Name	Unit	Matched	Matched To	Source
Cookies,choc Crumbs	Lb	✓	Chocolate Cookies	MealTracker Recipes
Milk,lowfat,2%,gallon	Gal	✓	Milk, reduced fat, fluid, 2% milkfat, protein fortified, with added vitamin A and vitamin D	USDA

- From this window,
- you can search for an item by typing in the item in the search box, then clicking on the Search button.
 - You can filter the display by choosing "Show unmatched ingredients only".

To Match an ingredient :

1. For an unmatched item, hover your mouse over the item, then click on "Match".
2. A matching window will appear for you to type in the item name for the item you wish to search. MealTracker will automatically display the default keywords to search based on the item name. If you wish to select those, click on them to add them to the search field. Type in any alternate or additional

keywords to use in the search.

When you click on "Search" all the items that match your keywords will be displayed.

Ingredient Matching

407 of 415 items matched 40%

Current Match for 'Spinach, Fresh' Ingredient usage ☐ This item has no nutritional value

Currently unmatched

Select new matching item Match units of measurement

Search for a new match for "Spinach, Fresh"

Add to search criteria (optional) Spinach + +Fresh

Default search keywords Spinach Fresh

Enter your own search keywords or select default keywords Search

2 results for " Spinach Fresh"

Item name	Source	Item number
Pasta, fresh-refrigerated, spinach, as purchased	USDA	20095
Pasta, fresh-refrigerated, spinach, cooked	USDA	20096

Items matching search key words

Skip and continue or cancel

3. Select the best match for the item by clicking on the "choose" selection on the right.

4. To view the nutrient details for the item, click on the Nutrient Details selection in blue when you hover over the item.

5. The system displays a unit of measure matching screen. NutriTracker will attempt to automatically convert and match the selected item's unit of measure to the ingredient you're matching. However, if there are blanks you will need to manually match the item by entering the correct equivalent unit of measure. If the item has no nutrition value, then check the box for that option.

6. Save the match on the lower right hand side.

You may select "Edit" to change the current match for any item.

5.1.1.3 View Audit Report

This will display a report showing you the number of items that are matched and unmatched. In addition, it will list all unmatched food items.

5.2 Recipes

This section will enable you create, edit, copy and print recipes. It is also where you may match recipe ingredients.

The sections are:

[Create Recipe](#)

[Change Recipe](#)

[Copy Recipe](#)

[View Scaled Recipe](#)

[Recipe Listing](#)

[Recipe Ingredient Matching](#)

5.2.1 Create Recipe

New Recipe

This selection enables you to enter a recipe for your facility. When you make this selection from the Recipe section, the following form is displayed ready to enter the Basic Details of the new recipe:

New Recipe

Food Item	Portions	Cook Time
Recipe Number ☒ Next Available 	Portion Size 	Cook time
Recipe Name 	Portion Unit 	Cook temperature
Recipe Category Search Categories Create	# of servings 	Cool/stand time
- Baked Goods - Beverages - Breakfast-cereals - Breakfast-entrees - Breakfast-meats - Breakfast-syrups - Desserts-cakes - Desserts-cookies - Desserts-fruit	Description 	Pan size
		Number of pans

Recipe Number: Enter any unique number you wish to identify the recipe with. This could be a corporate internal number or a personal reference number. If you wish, you can have MeaITracker assign the number automatically by selecting "Next Available".

Recipe Name: Enter a recipe name

Category: Choose a category from the drop down list or enter a new one.



Portion Size: Enter the portion size. This must be a number greater than 0.

Portion Unit: Unit of measure. For example: Oz, Cups, Tablespoon, etc.

Number of Servings: Enter the number of servings for this recipe

Oven Cooking Time: Enter the cooking time

Oven Temperature: Enter the oven cooking temperature

Cool / Stand Time: Enter how long the item should cool/stand before serving.

Pan Size: Enter the pan size for cooking.

Number of Pans : Enter the number of pans of the size stated, to cook the item for the number of servings specified.

Click on "Create Recipe" to save the new recipe. Once the items above have been entered the recipe basic information will be saved. If a recipe number was to be generated, it will do so.

The screen below will appear indicating that the recipe has a been created. Now you may click on any tab to continue with the recipe details.

Chicken Casserole

[Search For Another](#)

Recipe Number: 6019 Servings: 50 Portions: 6 Oz
Delete

Recipe

Nutrients

Cost

Basic Details

Ingredients

Procedures

Notes

Exchanges

Scaling

Food Item Matches

Food Item

Portions

Cook Time

Recipe Number
6019
Recipe Name
Chicken Casserole
Recipe Category
 Search Categories Create

Desserts-pudding
Entrees-beef
Entrees-casseroles
Entrees-fish
Entrees-italian
Entrees-lamb
Entrees-other
Entrees-pork
Entrees-poultry

Portion Size
6
Portion Unit
Oz
of servings
50
Description

Cook time

Cook temperature

Cool/stand time

Pan size

Number of pans
0

Save Recipe or Cancel

Now you'll need to enter the remaining recipe information. The tabs show the areas that need to be completed for a complete recipe: Ingredients, procedures, notes, exchanges, scaling and nutrients.

You may navigate between sections by clicking on the appropriate tab.

Ingredients:

Click on the Ingredients tab to enter the recipe ingredients.

Chicken Casserole

[Search For Another](#)

Recipe Number: 6019 Servings: 50 Portions: 6 Oz

Recipe

Nutrients

Cost

Basic Details

Ingredients

Procedures

Notes

Exchanges

Scaling

Food Item Matches

+ Add an Ingredient

Ingredient	Quantity	Unit of Measure
------------	----------	-----------------

- Click on the Add button
- Type in the ingredients one by one filling in the respective information for quantity and unit of measure. Click OK when you are ready to add the ingredient to the list.
- You may Edit or Delete the ingredient once it has been added by clicking either the "Edit" link or the "X" which are displayed when you place your mouse over the item.

Ingredient	Quantity	Unit of Measure
Chicken, Breast, Boneless	5	Lbs

Procedures:

After entering your ingredient information, now you're ready to enter procedures. For instance, "wash lettuce and cut into bite size pieces" ; "Sauté onions and mushrooms in butter, then set aside" ...

- To Add a new procedure, Click on Add a Procedure .
- Type in the procedure in the procedure text box provided. When done click on Save to save it.
- Enter as many procedures as you feel are necessary.
- To edit a procedure, select the procedure to edit then click on the Edit button.
- To Delete a procedure, select the procedure and click on the **X** to delete it.

*The Monitor and Corrective Action fields are for Critical Control Points (CCP) cooking (temperature) specific instructions. If you are not using Critical Control Points then leave these fields blank. These fields are text fields that will appear in the recipe for your convenience. They have no other function within the MealTracker program. Additionally, you may enter CCP instructions (for example: rinse, wash, thaw temperature specifics) within the Procedure and Notes fields.

Notes: Enter any miscellaneous text notes for this recipe

- To Add a note, click on Add. Type the text in the note text box. When done click on OK.
- To edit a note, select the note you wish to edit and click on Edit.
- To delete a note, select the note then click on Delete.

If you've started entering a note and decide that you don't wish to add it, then click on Cancel and it will be discarded.

To Close this window, click on Close.

Exchanges: Enter diabetic or other dietary exchanges here.

- To Add an exchange, click on Add. Type the text in the exchange text box. When done click on OK.
- To edit an exchange select the exchange you wish to edit and click on Edit.
- To delete an exchange, select the exchange then click on Delete.
- You may discard an exchange entered by clicking Cancel.
- To Close this window, click on Close.

Scaling: MealTracker will automatically scale recipes entered to 20, 50, 100 and 200 servings. This is calculated based on the quantities originally entered for each ingredient in the recipe. If you need to adjust these quantities, you may do so here.

To modify a quantity or unit of measure, click in the box to edit it.

Nutrients :

When you select the "Nutrients" tab you will see the following screen. Displaying the nutrients for your item.

Chicken Casserole

Recipe Number: 6019 Servings: 50 Portions: 6 Oz (17.40gm)

[Search For Another](#)

Recipe

Nutrients

Cost

Nutrient Analysis

Ingredient Matching

Nutrient	Value	Nutrient	Value
Protein	3.63 g	Total lipid (fat)	1.61 g
Carbohydrate, by difference	0.00 g	Ash	0.18 g
Energy	29.93 kcal	Starch	0.00 g
Sucrose	0.00 g	Glucose (dextrose)	0.00 g
Fructose	0.00 g	Lactose	0.00 g
Maltose	0.00 g	Alcohol, ethyl	0.00 g

Once you've entered your ingredients, if item has been found in the USDA database, the ingredients will be matched. If you are editing an existing recipe those ingredients should be matched as well. To match ingredients that are not automatically matched, click on the Ingredient matching tab.

Chicken Casserole

Recipe Number: 6019 Servings: 50 Portions: 6 Oz (17.40gm)

[Search For Another](#)

Recipe

Nutrients

Cost

Nutrient Analysis

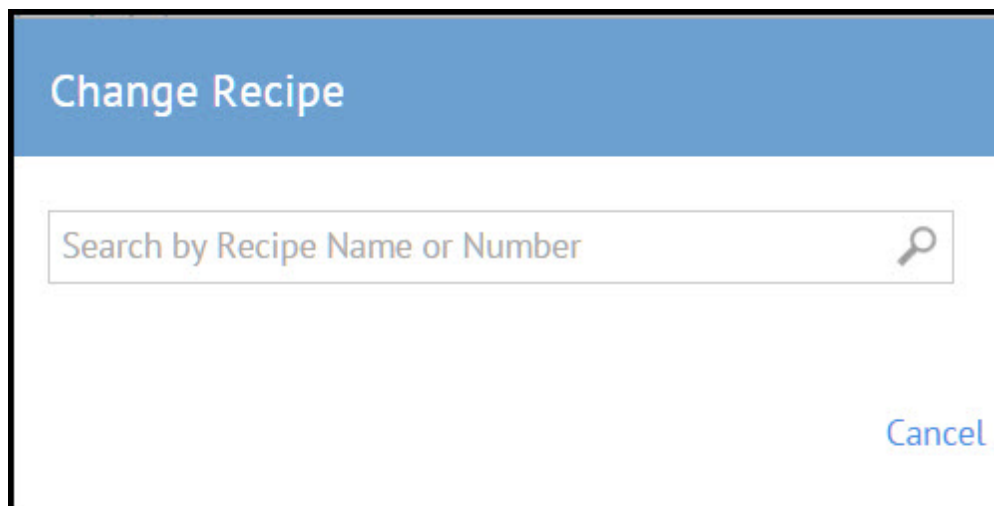
Ingredient Matching

Ingredient (% Retained)	Quantity	Matched	Matched To	Source	Gram Weight
(20025)Diced Chicken	5 Lbs	✓	Chicken, broilers or fryers, breast, meat and skin, raw	USDA	870.00
0000009317 Diced Tomatoes	1 #10 Can	Match			
(62360)1-25# Rice Parbld Enrchr	5 Cups	Match			

- If there isn't a match for your ingredient, then you may match it by clicking on the "Match" link. Ensure that the units of measure in the quantity matching area in the source match window have been entered.
- A matched item will show a green check mark. To edit the item, hover your mouse over the check mark and click on Edit. A matching screen will appear for you to find and select a match from the USDA database and enter the matching units of measure.
- Once you have completed making any changes, make sure you click on Save match on the bottom right of the screen.

5.2.2 Change Recipe

This selection from the Recipe section allows you to make changes to an existing recipe. When you make this selection from the Details column in NutriTracker, a Recipe Selection Window will appear.

A screenshot of a software window titled "Change Recipe". The window has a blue header bar with the title. Below the header is a white search bar with the placeholder text "Search by Recipe Name or Number" and a magnifying glass icon on the right. At the bottom right of the window is a blue "Cancel" button.

Type in the recipe name or number in the search window. The system will display recipes matching the letters entered in the search field.

Once you see the recipe you would like to work with, select it. This will bring up the Edit Recipe window.

Chicken Casserole [Search For Another](#)

Recipe Number: 6019 Servings: 50 Portions: 6 Oz (17.40gm)

Recipe **Nutrients** **Cost**

Basic Details **Ingredients** **Procedures** **Notes** **Exchanges** **Scaling** **Food Item Matches**

Food Item **Portions** **Cook Time**

Recipe Number: 6019
 Recipe Name: Chicken Casserole
 Recipe Category: Search Categories
 Desserts-pudding
 Entrees-beef
 Entrees-casseroles
 Entrees-fish
 Entrees-italian
 Entrees-lamb
 Entrees-other
 Entrees-pork
 Entrees-poultry

Portion Size: 6
 Portion Unit: Oz
 # of servings: 50
 Description:

Cook time:
 Cook temperature:
 Cool/stand time:
 Pan size:
 Number of pans: 0

Delete **Save Recipe** or **Cancel**

The corresponding screen to your selection will appear for you to make the necessary changes. See the previous chapter "[Enter Facility Recipe](#)" for instructions on each option.

5.2.3 Copy Recipe

The Copy Recipe feature allows you to copy a recipe.

You may find that you want an exact duplicate of a recipe but with certain modifications without changing the original.

For instance you would like to have a sugar free Apple Pie. You copy the original recipe for Apple Pie because essentially it contains the same ingredients and procedures. You name the new recipe "Sugar Free Apple Pie" and modify the sugar content or substitute the sugar with a non caloric sweetener in the recipe. It saves you from having to create a completely new recipe.

In addition, you may want to change a MealTracker recipe for an item that is served by your facility. However it may be slightly different. MealTracker does not allow you to change their recipes. However, since you can modify your own recipes, you can copy the MealTracker recipe, give it a name of your own and it becomes your own facility recipe. Now that the recipe is your facility recipe, you may change it in any manner you wish.

To Copy a Recipe:

Select this option from the Recipe section in the Details column.

A recipe search window pops up to find the recipe you want to copy.
Type in the name or number of the recipe you would like to copy.
The recipe should be displayed. Select the correct recipe from the list displayed.
On the bottom of this window is the new recipe data. Type in the number of the new recipe or have the system generate one automatically. Type in the name for the new recipe.

The screenshot shows a web interface for copying a recipe. At the top, there's a search bar labeled 'Select a Recipe to Copy From' containing the text '51009 Chili With Dry Beans' and a magnifying glass icon. To the right is a checkbox labeled 'Filter by Recipe Category'. Below this is the 'New Recipe' section. It includes a 'Recipe Number' field with a radio button for 'Next Available' and an empty text box. A checkbox labeled 'Move food item matchings to the new recipe?' is checked. The 'Recipe Name' field contains 'Copy of Chili With Dry Beans'. At the bottom right are two buttons: 'Copy Recipe' (highlighted in blue) and 'or Cancel'. Red arrows and text provide instructions: one points to the search bar with the text 'Enter new recipe number of allow Mealtracker to generate it.'; another points to the 'Move food item matchings' checkbox with the text 'Allow the new recipe to contain the same matches as original recipe'; and a third points to the 'Recipe Name' field with the text 'Enter a name for the copied recipe. Mealtracker will always default to "Copy Of" and the original recipe name.'

Click on "Copy Recipe" and the system creates the new recipe.
The Edit Recipe screen will appear for you to make the necessary changes to the new recipe. See [Enter Facility Recipe](#) for further instructions on modifying any of the recipe components.

5.2.4 View Scaled Recipe

- When you make this selection, type in the name of the recipe. You may filter the search by category and/or database (facility or MealTracker or Corporate)
- Enter the number to scale the recipe by.
- Click on "Show"
- The recipe will be displayed and you may now choose to print or save it.

5.2.5 Recipe Listing

This selection will print a list of all the recipes in the system.

Recipe Listing

Recipe Type

- ☒ MealTracker Recipes
- ☐ Facility Recipes
- ☐ Corporate Recipes

Filter by Recipe Categories

- Baked Goods
- Beverages
- Breakfast-cereals
- Breakfast-entrees
- Breakfast-meats
- Breakfast-syrups
- Desserts-cakes
- Desserts-cookies
- Desserts-fruit

Sort By

- ☒ Recipe Name
- ☐ Recipe Number

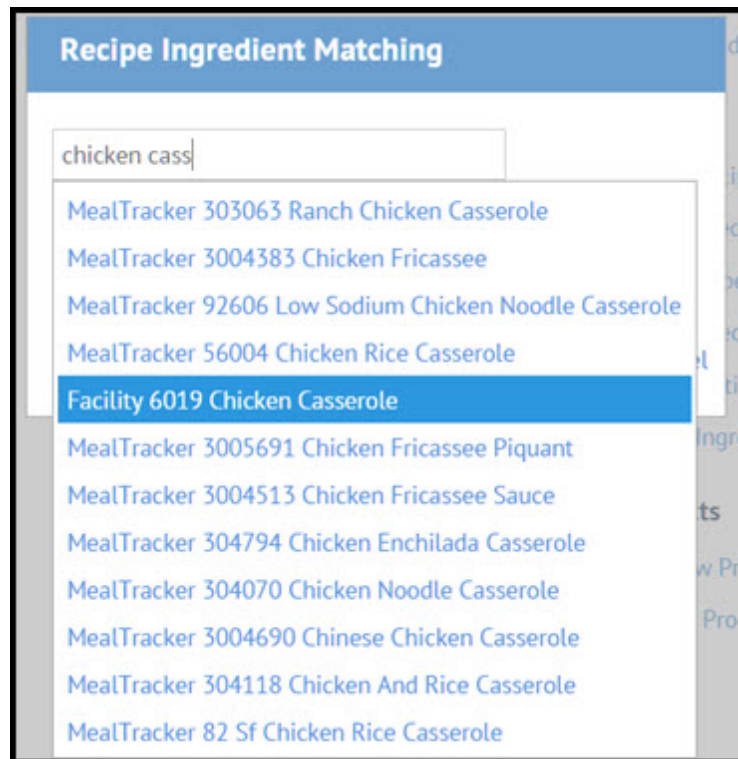
☒ Use Shading **Print** or Cancel

Choose the Recipe types: MealTracker, Facility or Corporate recipes.
To filter by Recipe category, select the category
Select how you want the list sorted: By recipe name or number.
Click on Show to generate the report and preview. Click on Print to send the report to the printer.

5.2.6 Recipe Ingredient Matching

With this option, you're able to match ingredients specific to a recipe. Once the ingredient is matched, the ingredient will remain matched and available for use wherever the same ingredient is used. When you click on this feature, form will display prompting you to enter the recipe name.

1. Start typing in the recipe name or number in the search field



2. A list of recipes that match your search will appear.
3. Highlight the recipe you wish to work with. The ingredients will be displayed. You will see the items that are matched and the source of the matching.
4. If an item is unmatched like the "Beef" in the example in the figure below and you wish to match it, highlight the item and click on Match.

Chicken Casserole					
Recipe Number: 6019 Servings: 50 Portions: 6 Oz (17.40gm)					
Search For Another					
Ingredient (% Retained)	Quantity	Matched	Matched To	Source	Gram Weight
(20025)Diced Chicken	5 Lbs	✓	Chicken, broilers or fryers, breast, meat and skin, raw	USDA	870.00
0000009317 Diced Tomatoes	1 #10 Can	Match			
(62360)1-25# Rice Parbld Enrchr	5 Cups	Match			

5. A "Match" window will appear. Type the item in the search key field and a list of possible matches are displayed. You may alternately use some of the key words displayed by clicking on the word and they will be inserted into the search box.

The screenshot shows a dialog box titled "Match Ingredient: 0000009317 Diced Tomatoes". It has a close button (X) in the top right corner. Below the title bar, there's a section for "Current Match for '0000009317 Diced Tomatoes'" with a link to "Ingredient usage" and a checkbox labeled "This item has no nutritional value". A red bar indicates "Currently unmatched". Below this are two buttons: "Select new matching item" and "Match units of measurement". The main section is titled "Search for a new match for '0000009317 Diced Tomatoes'". It includes a link "Add to search criteria (optional)" and a text input field containing "0000009317 +Diced +Tomatoes". To the right of the input field is a "Search" button. At the bottom right, there is a "cancel" link.

6. Select the best match available, you can view nutrition for the item by clicking on the "Nutrient Details" link when you hover your mouse over the item. If the item is a MealTracker Recipe item, you may view the recipe by selecting the "View Recipe" link when you hover over the item.
7. When you've made your decision, click on "choose" to select the item as the "match" for the ingredient.
8. Ensure that the "Quantity Matching" equation on the bottom is correct, then click OK to accept this match.

Note : Once the Recipe has been created and all the ingredients matched, you can then [match the recipe](#) to a food item or create a new food item to match it to (see the MealTracker help file to create a new item).

5.3 Products

Products is where you may enter a new food item directly into the system with the corresponding nutrition value. You may need to add a new product when a match is not available in the USDA database.

Most products purchased in a retail establishment have the nutrition value directly on the package. This data may be entered into MealTracker and matched to a food item in MealTracker.

The next two chapters instruct you on creating and changing a product (Nutrient Database Item).

[Add New Product](#)
[Change Product](#)

5.3.1 Add New Product

This selection will allow you to create a new database item with the accompanying nutrition information.

Nutrient database items are those food items which are not ingredients or standard USDA food items. These items are usually commercially prepared and packaged. The nutrition information is normally

listed on the package and may be entered directly into MealTracker. This will enable you to have nutrition values for pre-prepared purchased items not prepared at the facility.

Nutrition Facts	
Serving Size 1 Packet (37g)	
Servings Per Container 10	
Amount Per Serving	
Calories 140	Calories from Fat 25
% Daily Value*	
Total Fat 2.5g	4%
Saturated Fat 0.5g	3%
Trans Fat 0g	
Polyunsaturated Fat 1g	
Monounsaturated Fat 0.5g	
Cholesterol 0mg	0%
Sodium 240mg	10%
Total Carbohydrate 27g	9%
Dietary Fiber 2g	10%
Soluble Fiber 1g	
Sugars 13g	
Protein 3g	
Vitamin A 20%	Vitamin C 0%
Calcium 10%	Iron 20%
Thiamin 20%	Riboflavin 20%
Niacin 20%	Vitamin B6 20%
Folate 20%	Phosphorus 10%

- Enter the name of the food item in the "Item Name" field.
- Select the Unit of Measure from the drop down list in the "Unit" field.
- Enter the serving size
- Type in the gram weight.

Enter the nutrient information you have for the new item in the "Value" field.

Enter the numerical value only! The value field is already configured for the correct unit of measure (as per the USDA) corresponding to the nutrient. Listed below are some of the units of measure used:

g
grams
mg
Milligrams
kj
Kilojewels
kcal
Calories

New Product

Product Details

Item Name

Oatmeal

Serving Size

1

Unit of Measure

Pkt

Gram Weight

37

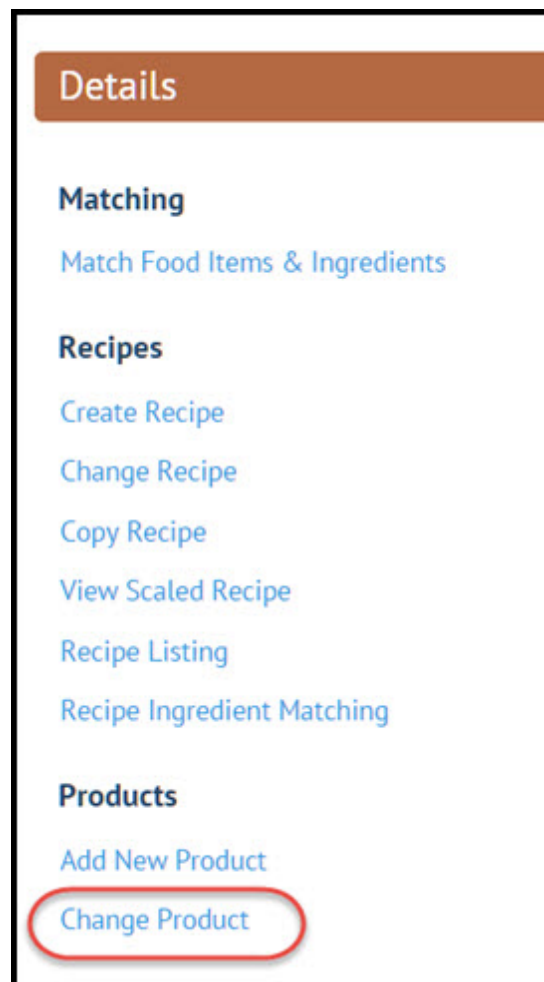
Nutrient	Value	Nutrient	Value
Protein	3 g	Total lipid (fat)	g
Carbohydrate, by difference	27 g	Ash	g
Energy	kcal	Starch	g
Sucrose	g	Glucose (dextrose)	g
Fructose	g	Lactose	g
Maltose	g	Alcohol, ethyl	g
Water	g	Adjusted Protein	g
Caffeine	mg	Theobromine	mg
Energy	kJ	Sugars, total	13 g

Once you've entered this item, it may then be matched to a food item to correctly reflect the nutrition values entered. Use [Match Food Items to NutriTracker](#) or in MealTracker - [Change food Item](#), Nutrition Details tab to match appropriately.

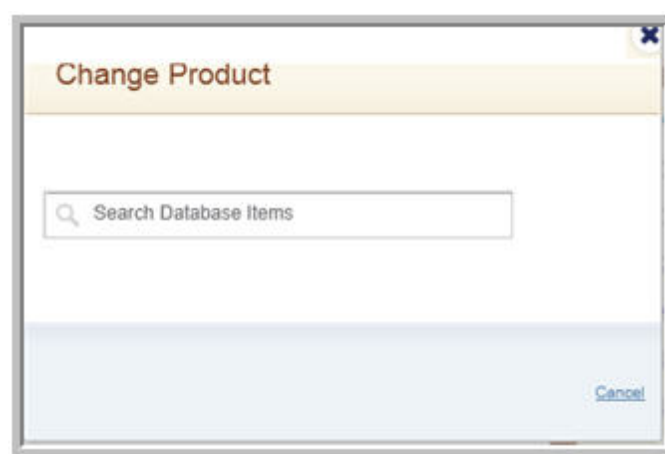
5.3.2 Change Product

You may change the data in a nutrient database item from this selection.

- From the Details column in the Products section, select Change Product.



- Type in the name of the item you wish to edit and select it from the list.



- Make the necessary changes, then click "Save Product" to save. If you need to cancel any changes, click on Cancel.

Mealtracker Integration

6 Mealtracker Integration

NutriTracker information has been integrated into the MealTracker system to enable quick matching and informed decision making. Key MealTracker screens will provide food item nutrition information to make it easier to determine what food items to add, remove or edit depending on the nutrition content. This enables you to match items to already nutrient analyzed food item databases without leaving MealTracker.

Nutrition data is available on the following screens:

Cycle Menus - [Change Menu Screen](#)

Cycle Menus - [Enter Resident Selections](#)

Food Items - All screens used to [Add](#) and [Edit](#) food items.

6.1 Change Menu

When you select "Change Menu" from the MealTracker Options screen, you will see that there is a "Nutrient Analysis" tab.

The screenshot shows the 'Change Menu' interface. At the top, there are filters for Diet (Regular), Menu (MealTracker F/W), Week (Always Offer), and Day (Saturday). Below these are three tabs: Menu, Nutrients (highlighted with a red circle), and Cost. Under the 'Nutrients' tab, there are sub-tabs for Breakfast, Lunch, and Dinner. Below the sub-tabs, there are links for 'Add a Lunch Menu Item', 'Other actions...', and a checked checkbox for 'Display Always Offered'. A table displays menu items with columns for Item name, Portion, Category, Serve to, and Exceptions.

Item name	Portion	Category	Serve to	Exceptions
Alternate Entree	1 Srv	Entree		
Alternate Vegetarian Entree	1 Srv	Entree		
Alternate Vegetable	1 Srv	Vegetable		
Alternate Low K+ Vegetable	1 Srv	Vegetable		
Alternate Starch	1 Srv	Starchy/Cereal		

When you click on that tab, you will see the nutrient breakdown for all of the items on that menu for the diet selected.

- Select the display options of First Choice items only or All menu Items .
- Select a different Cycle, week, day and meal.
- Filter the diets

Diet	Regular			Menu	MealTracker F/W	Week	Week 1	Day	Monday
Menu	Nutrients	Cost							
Breakfast	Lunch	Dinner							
Consistency:	Regular	☐ Show menu alternates	Nutrients to display						
Item name	Portion	Matched	CHOCDF	ENERC_KCAL	STARCH	LACS			
Chicago Pork Stew	6 Oz	✓	6.86 g	487.62 kcal	0.06 g	0.00 g			
Cucumber/onion Salad	0.5 Cup	✓	3.58 g	55.39 kcal	0.03 g	0.00 g			
Biscuit	1 Ind	✓	37.35 g	281.05 kcal	0.00 g	0.00 g			
Chocolate Chip Cookies	2 Ea	✓	18.69 g	156.16 kcal	0.00 g	0.00 g			
2% Milk	8 Oz	✓	13.99 g	142.69 kcal	0.00 g	0.00 g			

The graph shows the nutrients selected with the RDA values for the default RDA type. To change these value, go to the bottom of this screen and change the values in the RDA Values fields. change the RDA Type - In other words you can change the target resident by entering the age and gender for which you want to calculate nutrient information.

Totals	PROCNT	FAT	CHOCDF	ENERC_KCAL
Daily Totals:	284.53 g	229.69 g	728.01 g	6,085.85 kcal
RDA Values: 80 y/o Female	4.74 %	N/A	N/A	3.80 %

When you place you mouse or "hover" over a food item, you can select to "Edit" the food item nutrition match. If it is not matched, you will see the word "match". Either one will navigate to a screen where you can match the item to a USDA or product that is equivalent and contains the nutrition values.

6.2 Enter Selective Menus

When you access this window from MealTracker, you will see a Nutrient Analysis tab:

Tom Jones

Room: 999B Diet: Regular Status: Select Notes: Date: 4/28/2015 edit

Menu: MealTracker F/W Week: Week 1 Day: Tuesday Go

Batch options: (Select)

Selections **Nutrients**

Breakfast Lunch Dinner

+ Add a Lunch Menu Item x Clear Selections ☐ Auto-Replace by Meal Category ☒ Display Always Offered

Available Choices

Item Name	Portion	Consistency	Item Note
Entree (4)			
☒ Roast Turkey	3 Oz	Pureed	
☒ Turkey Gravy	2 Oz	Regular	
☒ Turkey	3 Oz	Pureed	
☒ Gravy	2 Oz	Regular	
☒ Alternate Entree	1 Srv	Pureed	
☒ Alternate Vegetarian Entree	1 Srv	Pureed	
Starch/Cereal (3)			

Resident's Lunch [Select Printer](#) [Print](#)

Entree
3 Oz Pur Roast Turkey
2 Oz Turkey Gravy

Starch/Cereal
1/2 Cup Mashed Potatoes

Vegetable
1/2 Cup Pur Seasoned Green Beans

Bread
1 Ind Pur Dinner Roll
1 Pkt Margarine

When you click on the Nutrient Analysis tab, the system will display the Nutrients for the items selected for that meal. You can modify the nutrient intake and view "What if" situations if the selections are changed.

Tom Jones

Room: 999B Diet: Regular Status: Select Notes: Date: 4/28/2015 edit

Menu: MealTracker F/W Week: Week 1 Day: Sunday Go

Batch options: (Select)

Selections **Nutrients**

Breakfast Lunch Dinner

Menu Item	Portion Size	CHOCDF	ENERC_KCAL	STARCH	LACS	WATER	SUGAR	NA
Dinner Roll	1 Ind	14.57 g	86.80 kcal			7.96 g	1.55 g	150.0
Margarine	1 Pkt	0.10 g	100.38 kcal			2.31 g		105.1
Strawberry Layer Cake	1 Srv	38.46 g	187.05 kcal			40.69 g	24.97 g	225.7
Whole Milk	8 Oz	11.71 g	148.84 kcal		12.32 g	215.04 g	12.32 g	104.5
Roast Turkey	3 Oz	0.20 g	180.03 kcal			97.67 g		281.4

6.3 Add/Change Food Item

When you enter a new food item, you can match the item to the USDA database and add the nutrition information for the item without having to leave the MealTracker program.

Entering a new item:

When you enter a new item, you will see there's a Nutrients tab:

Change Food Item: Western Omelet

Food Item **Nutrients** Cost Delete

Food Item Details Groups Condiments Exceptions Recipe

Food Item **Production**

Name: Western Omelet Description:

Unit of Measure: Ea

Menu Category: Appetizer/App

Production Job Type: Hot Foods

Combine Portion Sizes? ☐ Yes ☒ No

Portions **Consistency**

Normal		Puree		Oz	Consistency	Serve	Instead	Size
Normal	1	Puree		Oz	Chopped	Chopped	+	
Small	0.5	Puree small		Oz	Ground	Ground	+	
Large	2	Puree large		Oz	Pureed	Pureed	+	

[Add another portion](#)

Once you are done entering the new Item details, Click on the Nutrients tab to match the new item and acquire nutrition information.

Edit Food Item Nutrients: Western Omelet

Food Item **Nutrients** Cost

Nutrient	Value	Nutrient	Value
Protein	0.00 g	Total lipid (fat)	0.00 g
Carbohydrate, by difference	0.00 g	Ash	0.00 g

[Match](#)

Match Food Item: Western Omelet ✕

☐ This item has no nutritional value

Current Match for 'Western Omelet'

Currently unmatched

Select new matching item Match units of measurement

Search for a new match for "Western Omelet"

Add to search criteria (optional)

Western +Omelet Western Omelet Search

cancel

A new screen will pop up with the closest match(es) to the item you've entered:

Current Match for 'Western Omelet'

Western Omelet Nutrient details Recipe MealTracker Recipes 300140

Select new matching item Match units of measurement

Western Omelet 1 Ea =

1 1 Ea of Western Omelet

Save match or cancel

Select the item to match your new item with. You can view the recipe for the item by clicking on "View Recipe" and the nutrient values by clicking on "Nutrient Details". If this is the right match for your new item, click on "Choose". Then select the correct unit of measure equivalent.

Make sure that you click on "Save Match" to save the selection.

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